

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Crime Control and Public Safety

Division: Alcohol Law Enforcement Division

Budget Code: 14900

Center Title: Alcohol Law Enforcement State Funds

Center Number: 1410-410

***** Position Information *****

Proposed Classification: Administrative Assistant I

Proposed Salary Grade: 63

Salary Range: \$37,000.00_

Proposed Effective Date: 02 / 01 / 2

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 8,739,882.00	\$ 46,103
Receipts		46,103
Appropriation	\$ 8,739,882.00	\$ 46,103

Funding Source(s): The funding will be provided from the administrative costs authorized for the North Carolina Education Lottery.

Justification for Position (including description of duties and responsibilities):

This position is being established to supervise the administrative functions of the ALE Division in support of the North Carolina Education Lottery. This position will supervise the receipt of lottery retailer applications, the administrative processing of those applications, forwarding the applications to ALE Agents for investigation, receiving the applications and notification of the Lottery staff as to the outcome of the investigations. This position will also manage the administrative violation process for lottery retailers. When ALE Agents discover lottery retailer criminal or administrative violations, this position will receive the violation reports, review them and handle the violation process with the lottery staff, including keeping statistics and preparing violation-related correspondence. This position will be responsible for reviewing all

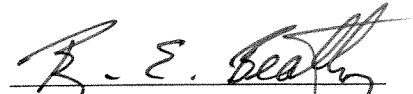
statistical reports required by the General Assembly and the NC Education Lottery Commission that relate to ALE Division lottery-related activities.

Chapter 18C of the NC General Statutes adds to the statutory duties of ALE Division the investigation, enforcement and regulation associated with retailers of the NC Education Lottery. This position is being requested to manage the administrative functions of the statutory requirements of Chapter 18C.

Statutory Reference for Request: 18C XXXXXXXXXXXXX

Cassandra Skinner
Presentation to be made by

Special Assistant to the Secretary Of CCPS
Title


Agency Head Signature


State Budget Officer Signature

SKS
1/23/06